

## American Legion COVID-19 prevention Plan

### 1. Employee Health plan.


- A. Any employee that has any COVID-19 symptoms will notify the Canteen Manager at the earliest time possible.
- B. Employee shall self-quarantine for 14 days after sign of COVID-19 symptoms and test conducted to determine if COVID-19 positive.
- C. Employee will have A COVID-19 test with negative findings prior to returning for work.

### 2. Cleaning and sanitation procedures.

- A. Employee on duty in addition to normal cleaning duties shall sanitize all surfaces prior to opening for business.
- B. Employee on duty is required to sanitize the area of a customer after that customer has departed.
- C. Employee shall not reuse any glasses, cups or any other utensils, even for the same customer. (I.E. a mixed drink will not be refilled - a new glass shall be used.)
- D. Employee will sanitize the juke box after anyone has played music.
- E. Employee will either wash or use hand sanitizer after all interactions with a customer.
- F. Employee will sanitize the door handles ever 30 minutes.

### 3. Social Distancing and protective measures.

- A. When a customer enters, the employee on duty is responsible for the following:
  - 1. Write the name and phone number of the customer.
  - 2. Check the temperature of the customer and write in the log.
  - 3. Ask if the customer has any COVID-19 symptoms.
  - 4. Ensure customer sanitizes their hands.
- B. Ensure customer maintains a safe distance from other customers. All persons must be wearing a mask  
(If a customer comes in and is with family that reside in the same house, they may sit together but maintain a safe distance from other customers)
- C. Employee on duty will ensure that the pool and shuffleboard table is covered at all times.
- D. Employee on duty will ensure that no more than 6 people are seated at the bar, 1 table in the bar area and 6 tables in the back room can be used. There will not be any more than 20 customers in the bar at any given time.



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